



VOSH PROGRAM DIRECTIVE: 02-001D

ISSUED: April 1, 2003

SUBJECT: VOSH Field Operations Manual (FOM) - CHANGE 8

A. Purpose.

This Directive officially incorporates into the Program Directive System the VOSH Field Operations Manual (FOM) which was completely revised and issued with an effective date of January 1, 2002. **This FOM replaced the 1997 FOM.**

This Program Directive is an internal guideline, not a statutory or regulatory rule, and is intended to provide instructions to VOSH Personnel regarding internal operation of the Virginia Occupational Safety and Health Program and is solely for the benefit of the program. This document is not subject to the Virginia Register Act or the Administrative Process Act; it does not have general application and is not being enforced as having the force of law.

B. Scope.

This Directive applies VOSH-wide. Since this revised VOSH FOM was previously distributed, **only this Directive is being distributed at this time.**

C. References.

OSHA Instruction CPL 2.45B (6/15/89), the revised federal FOM.
OSHA Instruction CPL 2.45B CH-1 (12/31/90).
OSHA Instruction CPL 2.45B CH-2 (3/1/91).
OSHA Instruction CPL 2.45B CH-3 (6/15/92).
OSHA Instruction CPL 2.45B CH-4 (12/13/93).
OSHA Instruction CPL 2.103 (9/26/94).

D. Cancellation.

VOSH Program Directive 02-001C (May 25, 1997).

E. Action.

The Directors and Managers shall assure that the procedures and regulations contained in the revised VOSH FOM are adhered to by VOSH personnel.

F. Effective Date.

April 1, 2003.

G. Expiration Date.

Not Applicable.

H. Background.

On August 2, 1977, VOSH submitted a compliance manual for safety and health compliance officers. By letters dated November 20, 1978 and August 2, 1979, VOSH informed federal OSHA that it would adopt and implement federal OSHA's Field Operations Manual and Industrial Hygiene Field Operations Manual. VOSH adopted subsequent federal changes to these manuals by letters dated August 26, 1981, February 9, 1984, and June 18, 1984.

On July 30, 1984, VOSH submitted to federal OSHA a completely revised FOM reflecting changes to the federal manual through June 1, 1984, with only minor changes being made to accommodate Virginia procedures and terminology.

The VOSH FOM was revised on May 20, 1986 and incorporated administrative and procedural changes which resulted from the merging of the Bureau of Occupational Health of the Virginia Department of Health into the Department of Labor and Industry.

On March 1, 1991, July 1, 1997, and again on January 1, 2002, VOSH completed a comprehensive redrafting of the FOM. This most recent revision is based on changes from federal OSHA, VOSH program directives and policy statements from the Administrative Regulations Manual (ARM) and from VOSH personnel input. This Directive, 02-001D, is the eighth subsequent change and incorporates the revised layout of the OSHA Field Inspection Reference Manual (FIRM) which replaced the federal Field Operations Manual (FOM).

I. Summary.

The FOM contains VOSH internal operating procedures. It contains guidelines for writing case narratives, scheduling inspections, conducting inspections, preparing citations, assessing penalties and other matters related to the operation of the VOSH program.

This revised Directive formally incorporates the updated VOSH FOM into the program directive system and recognizes this FOM as containing the procedures to be followed by VOSH personnel from its effective date of January 1, 2002.

C. Ray Davenport
Commissioner

Attachment: None. Copies of the VOSH Program Directive have already been distributed to VOSH Regional Directors and Compliance Managers.

Distribution: Commissioner of Labor and Industry
Directors and Managers
VOSH Compliance Staff
Cooperative Services Staff
Legal Support Staff
OSHA Regional Administrator, Region III
OSHA Regional Office, Norfolk